

**EEOC TRAINING INSTITUTE**  
**Chicago Technical Assistance Program Seminar Agenda**  
**August 3-4, 2004**

**Agenda Highlights:** Join us for one or both days of this exciting seminar. On Day 1, hear about the latest developments in EEO law, EEOC charge processing, mediation, and the interplay between the FMLA and the ADA. On Day 2, learn how to prevent harassment, take appropriate discipline and discharge actions, provide reasonable accommodations, and deal with immigration issues in the workplace.

**Day 1 August 3, 2004**

8:00 - 9:00 a.m. **Registration**

9:00 - 9:15 a.m. **Welcome**

9:15 - 10:30 a.m. **Recent Developments in EEO Law**

*John C. Hendrickson*, Chicago District Office Regional Attorney will discuss recent developments in federal anti-discrimination laws, including issues of harassment, benefits, retaliation and disability. Be kept up-to-date on the most recent legal decisions which may impact your bottom line and how you do business.

10:30 - 10:45 a.m. **Refreshment Break**

10:45 - 12:00 p.m. **EEOC Enforcement Procedures: Understanding the Charge Process**

What happens when someone files a charge of discrimination against your company? How is the charge processed, and how is the charge categorized under the Commission's Priority Charge Handling Procedures? Obtain helpful information on how best to respond to a charge and requests for information, and what to expect when the EEOC interviews staff or visits your company.

12:00 - 1:15 p.m. **Conference Luncheon**

1:15 - 2:30 p.m. **Leave and Return to Work Issues Under the Americans with Disability Act, the Family Medical Leave Act and the Pregnancy Discrimination Act**

Experts will help you navigate the sometime confusing maze of ADA, FMLA and PDA regulations that govern employees' leave and their return to work. This session will explain the differences between the ADA, FMLA and PDA, how to determine whether an employee meets the statutes' eligibility requirements and what medical documentation a company may legally request.

2:30 - 2:45 p.m.     **Refreshment Break**

2:45 - 4:00 p.m.     **The Mediation Alternative: Resolving EEO Complaints Quickly**

Learn why more and more companies are choosing to resolve charges through the EEOC's alternative dispute resolution program. EEOC mediators and employers who have successfully resolved charges through the EEOC's program will discuss what to expect when you opt to mediate and how to maximize your mediation experience.

## **Day 2    August 4, 2004**

8:00 - 9:00 a.m.     **Registration**

9:00 - 9:15 a.m.     **Welcome**

9:15 - 10:30 a.m.     **Preventing/Eliminating Sexual Harassment: Management's Responsibilities**

Sexual harassment continues to be a high profile issue that plagues many employers. Learn how to prevent harassment before it happens and promptly and effectively respond when it occurs.

10:30 - 10:45 a.m.     **Refreshment Break**

10:45 - 12:00 p.m.     **Americans with Disabilities Act: Reasonable Accommodation and Undue Hardship**

More than ten years after its enactment, employers still struggle to understand and implement the ADA's reasonable accommodations requirements. Panelists will discuss how to handle requests for reasonable accommodations and provide practical tips for implementing the ADA in your workplace.

12:00 - 1:15 p.m.     **Conference Luncheon**

1:15 - 2:30 p.m.     **Documentation, Discipline and Discharge**

Ignoring problem employees affects morale and productivity. Experts will discuss how to discipline and discharge employees effectively and avoid catastrophic situations that can tarnish an employer's reputation, waste precious company resources and may lead to time-consuming lawsuits

2:30 - 2:45 p.m.     **Refreshment Break**

2:45 - 4:00 p.m.     **Immigration and Related Unfair Employment Practices  
U.S. Department of Justice - Office of Special Counsel**

Learn how to comply with the Immigration Reform and Control Act (IRCA) regulations. Learn how to avoid immigration-related employment discrimination. Learn how to comply with Form I-9 requirements.